Key and Electronic Access Device Control

216.1 PURPOSE AND SCOPE

The control and accountability of facility keys and electronic access devices are vital factors in maintaining a safe and secure environment for inmates, staff, volunteers, contractors and the public. This policy outlines the methods that the Office will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term “key” as used in this policy includes all physical means of access to or exit from the secure areas of the facility.

216.2 POLICY

It is the policy of this office that all keys used to access secure areas of the facility or to exit the secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility. All key control activities shall be accurately documented on a daily basis.

216.2.1 KEY IDENTIFICATION

All keys that open any doors within the facility shall be maintained within secure limited access areas or the biometric key storage unit with unique electronic identification codes that will allow for quick inventory. Keys that are bundled together as a set shall be numbered or coded with an electronic tag to identify that set and the number of keys on the ring. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained 303K Duplicate inventory sheets and replacement keys are maintained 303K

216.2.2 KEYSET CONTENTS

Keysets issued to staff for use within the secure perimeter of the facility shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter. Exterior door keys shall not be permitted inside the facility 303K

216.2.3 KEY CONTROL

All facility keys shall be maintained 303K

All keys must be checked out through the control process. Employees shall not possess any key for which they have not been authorized.

Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Chief Deputy of Corrections or the authorized designee.

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Central Control Technicians will, at the beginning and end of their respective shifts, audit the inventory report 303K and resolve any discrepancies with the assistance of the on-duty supervisor.

Under no circumstances will security keys be made available to inmates regardless of their status.

216.2.4 LOCK POLICY

All security perimeter entrances, Central Control doors, and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit. The on-duty supervisor should be made aware each time the override function is engaged.

216.2.5 TESTING

Locks to security doors or gates shall be tested for proper function regularly by members or facilities staff to ensure proper operation.

216.2.6 EXTERIOR DOOR AND ARMORY KEYS

Keys for exterior doors to the facility and the armory shall be kept in a locked cabinet in a secure location. Members will, at the beginning and end of their respective shifts, inventory and account for these keys.

216.2.7 MISSING KEYS

Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a supervisor and shall prepare a written incident report as directed by the supervisor. The supervisor shall immediately initiate a search for the missing key. 303K [redacted] The supervisor shall, as soon as practicable, notify the chain of command regarding the loss of the key, when it was discovered and the circumstances involved.

A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search. If, after a thorough search, the key or keyset is not located, the Chief Deputy of Corrections will determine whether to re-key any locks that may have been compromised and whether this should be done immediately. Members found to have taken facility keys home in error, will be required to return those keys to the facility as soon as practical.

The Chief Deputy of Corrections shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Sheriff of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

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216.2.8 DAMAGED KEYS OR LOCKS

Damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the Shift Supervisor, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

216.3 KEY CONTROL RECORDS

An electronic record will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets. Key control measures shall be documented by the control room staff on logs and forms, and the records retained in accordance with established records retention schedules.

216.4 ELECTRONIC ACCESS DEVICES

303K [redacted] In the event of a lost or stolen device, an employee shall notify his/her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

216.5 EMERGENCY KEY SET

At least one key set containing every key for the facility shall be kept separate from all other key sets in a secure location and made quickly accessible only to the Chief Deputy of Corrections, Shift Supervisor, supervisor or the authorized designee in the event of an emergency.

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